

INTERMEDIATE SCHOOL

TITLE: UNIT CHAIRPERSON

REPORTS TO: Principal

QUALIFICATIONS:

1. A valid New Jersey Teacher's Certificate
2. Experience in leadership or demonstrated potential to perform in the area of responsibility indicated below.
3. Coursework taken beyond the Bachelor's degree

JOB GOAL: To provide leadership, coordination and innovation in assigned interdisciplinary areas, so that each student may derive maximum benefit from his/her involvement with that unit.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all "student matters" within the unit to make sure that all students are aided in the important transition between the self-contained elementary classroom and the individually scheduled high school.
2. Communicates regularly with the Principal regarding matters of importance involving the Unit in the school.
3. Provides leadership in handling discipline cases within the Unit before referring same to the Assistant Principal.
4. Communicates regularly with parents/guardians on matters involving students in the Unit.
5. works closely with guidance in all matters pertaining to the Unit such as grouping, report cards, progress reports, commendations, etc.
6. Coordinates curricular considerations with the coordinator of instruction for the building and the Principal.
7. Provides leadership and direction for the members of his/her Unit in all matters pertaining to the school, including scheduling room usage, materials, etc.
8. Conducts Unit meetings and attends relevant school, district, and professional meetings, as necessary.
9. Performs other duties as delegated by the Principal.

APPROVED: August 3, 2004